

United States Department of Agriculture



Natural Resources Conservation Service
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October 20, 2006

WEST VIRGINIA BULLETIN NO: WV 360-7-4

SUBJECT: PER-Soliciting nominations to serve on FY-2006 State Awards Committee.

Purpose: To request nominations from ASTC-FOs for employees to serve on FY-2006 State Awards Committee.

Expiration Date: September 30, 2007

ACTION REQUIRED BY: October 27, 2006

In order to expedite the FY 2006 awards process I am requesting that each ASTC-FO nominate four (4) individuals to participate on the State Awards Committee; I will select two (2) from each area and select two (2) volunteers from the state office. This assignment is only for the current award cycle. The reason I am asking for four (4) nominations is to have a diverse pool of volunteers from which to select. Your selections are due in my office on October 27, 2006. I will announce the selections on October 30, 2006.

The employees selected will become familiar with the [360 – General Manual, Part 414](#) before the State Awards Committee meeting. A short training will be conducted by Bill O'Donnell and Charlotte Wertz to ensure the committee understands their assignment and duties. In short, their assignment is to review the award nominations and make recommendations to me for acceptance, rejection, and award amount.

The committee will meet sometime the week of November 6, 2006; from these recommendations I will make my decisions the week of November 13, 2006. This will allow Financial Management and Human Resources time to process the awards and certificates for distribution at the area and state office meetings in early December.

Thank you very much for your help in getting this committee formed and functioning

/s/

RONALD L. HILLIARD
State Conservationist

Dist: E

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